

U.S. GOVERNMENT PRINTING OFFICE

Washington, D.C.

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

NOAA REPORT

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Commerce

Single Award

The term of this contract is for the period

beginning **October 1, 2000** and ending **September 30, 2001**

BID OPENING: Bids shall be publicly opened at 11 a.m., prevailing Washington, D.C. time, on **August 22, 2000**.

BID SUBMISSION: Submit bid in pre-addressed envelope furnished with solicitation, or send to: U.S. Government Printing Office, Bid Section, Room B-104, Stop PPSB, Washington, D.C. 20404. Facsimile bids in response to this solicitation are permitted. Facsimile bids may be submitted directly to the GPO Bid Section, FAX No. (202) 512-1782. The Program number and bid opening date must be specified with the bid. Refer to Facsimile Bids in Solicitation Provisions of GPO Contract Terms, GPO Publication 310.2 as revised May, 1999.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 100-kilometer (62-mile) radius of zero milestone Washington, D.C.

Any bidder intending to use production facilities outside of this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SPECIAL ATTENTION IS DIRECTED TO THE FOLLOWING ITEMS WHICH DIFFER SIGNIFICANTLY FROM THE PREVIOUS CONTRACT.

Government to Furnish. Determination of Award Schedule of Prices

Additional lesser changes are scattered throughout.

ABSTRACTS OF CONTRACT PRICES: Are available on our website at www.access.gpo.gov/procurement/abstracts/central/.

Note: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements will be used exclusively in all specifications.

FOR INFORMATION OF A TECHNICAL NATURE: Call Annemarie Pisciotto Spence (202) 512-2044 (No collect calls).

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Pub. 310.2, effective December 1, 1987 (Rev. 5-99)) and GPO Contract Terms, Quality Assurance Through Attributes Program (GPO Pub. 310.1, effective May 1979 (revised April 1996)).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing (page related) Attributes -- Level III.
- (b) Finishing (item related) Attributes -- Level III.

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-8. Halftone Match (Single and Double Impression)	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets
P-10. Process Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards:

P-7. Furnished disk/cartridge, average type dimension in publication.

P-8. Furnished disk/cartridge.

P-9. Government furnished sample, color swatch, Pantone Matching System color.

P-10. Cromalin proofs, Government furnished sample.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from **October 1, 2000** through **September 30, 2001**. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated" it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as electronic prepress, printing in two colors and 4-color process binding, packing, and distribution.

TITLE: NOAA Report.

FREQUENCY OF ORDERS: Approximately 12 per year.

QUANTITY: Approximately 13,000 to 17,000 copies per order.

NUMBER OF PAGES: 8 page product.

TRIM SIZE: 216 mm x 279 mm (8-1/2 x 11").

GOVERNMENT TO FURNISH:

Electronic Media:

Platform: IBM or compatible PC Windows, version 95.

Storage Media: 3-1/2" diskette or 88 MB Syquest cartridge.

Software: Files supplied in program format data files in Pagemaker 6.5. Laser printed dummy showing color breaks will be provided for reference on Pagemaker files. Pages must exactly match the furnished dummy unless specifically noted. Files may be sent compressed in self-extracting archives.

Note: All software upgrades (for specified applications) which may occur during the term of the contract, must be supported by the contractor.

Fonts: All printer and screen fonts will be furnished.

The contractor is cautioned that furnished fonts are the property of the Government and/or its contractor(s). All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

Identification markings such as register marks, ring folios, rubber stamped jacket numbers, commercial identification marks of any kind, etc., except GPO imprint, form number, and revision date, carried on electronic files, must not print on finished product.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

Bulletin Board Service (BBS) or Internet site for uploading or e-mailing files.

ELECTRONIC PREPRESS: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Dane Konop (301) 713-9042.

The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. It is anticipated that the Government will make all major revisions.

Prior to making revisions, the contractor shall copy the furnished files and make all changes to the copy.

Upon completion of each order, the contractor must furnish final production native application files (digital deliverables) with the furnished material. The digital deliverables must be an exact representation of the final printed product and shall be returned on the same type of storage media as was originally furnished. The Government will not accept, as digital deliverables, PostScript files, Adobe Acrobat Portable Document Format (PDF) files, or any proprietary files formats other than those supplied, unless specified by the Government.

PROOFS: One set(s) of one-piece laminated or electrophotography color proofs of all pages. At contractor's option, digital color proofs (Kodak Approval, Screen TrueRite, or similar) with a minimum resolution of 1800 dpi may be furnished. Proofs will be used for color match on the press.

These proofs must have all elements in proper position. The proofs should have color control bars, tint patches and dot gain scale (such as, Brunner, GATF, GRETAG, or RIT) repeated across sheet. If digital proofs are provided, the make and model number of the proofing system utilized shall be furnished with the proofs.

Two sets of composite Dylux, or similar proofs. At contractor's option, digital proofs created using the same Raster Image Processor (RIP) that will be used to produce the product may be furnished. Proofs shall be collated in page sequence with all elements in proper position (not pasted up), imaged face and back, and trimmed to the finished size of the product.

The U.S. Government Printing Office reserves the right to require samples and to judge the suitability of any digital proof offered. If the samples are disapproved by the Government, the contractor will be required to submit analog proofs in accordance with the contract.

Two sets of revised dylux proofs (if required).

Proofs shall consist of complete signatures with all illustrations in proper position (not pasted up), and all pages imposed in correct location, exposed face and back, folded and trimmed to the finished size of the product.

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

The contractor must not print prior to receipt of an "OK to print."

An occasional order will require revised proofs.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All paper used in each copy must be of a uniform shade.

White Matte Coated Offset Book, grammage 105 g/m² (basis weight: 70 lbs. per 500 sheets, 25 x 38"), equal to JCP Code A240.

PRINTING: Print head-to-head in black ink and a single Pantone Matching System color or four-color process.

Match Pantone number as indicated on the print order.

PRESS SHEET INSPECTION: Final makeready press sheets may be inspected and approved at the contractor's plant for the purpose of establishing specified standards for use during the actual press run. Upon approval of the sheets, contractor is charged with maintaining those standards throughout the press run (within QATAP tolerances when applicable) and with discarding all makeready sheets that preceded approval. When a press sheet inspection is required, it will be specified on the individual print order. See GPO Publication 315.3 (Guidelines for Contractors Holding Press Sheet Inspections) issued September 1991. Note: A press sheet inspection is for the purpose of setting specific standards that are to be maintained throughout the entire run. It does not constitute a prior approval of the entire run.

Press sheets must contain control bars for each color of ink on the sheet. Control bars must be placed parallel to the press's ink rollers. The control bars must show areas consisting of 5 x 5 mm (3/16 x 3/16") minimum solid color patches; tint patches of 25, 50, and 75%; dot gain scale (such as, BRUNNER, GATF, GRETAG, or RIT); and gray balance patches for process color (if applicable). These areas must be repeated across the entire press sheet.

MARGINS: Margins will be as indicated on the print order or furnished copy.

BINDING: Paste on fold, or, at contractor's option, saddle-wire stitch in two places and trim three sides.

PACKING: Bulk Shipments: Pack in shipping containers.

The quantity specified must be shrink-film wrapped in units of 50.

LABELING AND MARKING: Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into equal sublots in accordance with the chart below. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

<u>Books</u>		<u>Forms</u>	
<u>Quantity Ordered</u>	<u>Number of Sublots</u>	<u>Quantity Ordered</u>	<u>Number of Sublots</u>
500 - 3,200	50	12,000 - 35,000	125
3,201 - 10,000	80	35,001 and over	200
10,001 - 35,000	125		
35,001 and over	200		

These randomly selected copies must be packed separately and identified by a special Government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent to Department of Commerce, NOAA Public Affairs, 14th & Constitution Ave. NW, Room H6013, Attn: Jerry Slaff, Washington, D.C. 20230.

A copy of the PRINT ORDER/SPECIFICATION and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Deliver f.o.b. destination to approximately 5 addresses within the commercial zone of Washington, D.C.

It is anticipated that approximately 14,000 copies to one destination, 150 to 300 copies to two destinations, 15 copies to one destination and 1 copy to one destination.

Upon completion of each order, all furnished material and one complete set of negatives made by the contractor plus one sample copy must be returned to the address under "SCHEDULE".

One copy of the contractor's billing voucher must be sent to the following address within 10 workdays after the ship/delivery date: U.S. Government Printing Office, Term Contracts Section B, Stop PPC, Room A-843, North Capitol & H Streets, NW, Washington, DC 20401, Attn: Annemarie Pisciotto Spence.

All expenses incidental to returning materials and furnishing sample copies must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined.

Furnished material must be picked up from and delivered to NOAA Public Affairs, 14th & Constitution Ave., NW Room H6013 Attn: Jerry Slaff, Washington, D.C. 20230.

The following schedule begins the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

WD After

Contractor submit dylux and color proofs	2
Contractor pickup dylux and color proofs	1
Complete delivery	3

If revised proofs are required, contractor must submit them within 1 workday(s) and pickup edited proofs within 1 workday(s).

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

The contractor must notify the GPO of the date and time the press sheet, inspection can be performed. In order for proper arrangements to be made, notification must be given at least 2 workday(s) prior to the inspection. Notify the U.S. Government Printing Office, Contracting Officer, Term Contracts Division (PPC), Washington, DC 20401, or telephone area code 202, 512-2044. Telephone calls will only be accepted between the hours of 8:00 am and 2:00 pm, prevailing eastern time. Note: See contract clauses, paragraph 14(e)(1), Inspections and Tests of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)). When supplies are not ready at the time specified by the contractor for inspection, the Contracting Officer may charge to the contractor the additional cost of the inspection.

Unscheduled material such as shipping documents, receipts or instructions, delivery lists, labels, etc., will be furnished with each order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

Upon completion of each order, the contractor is to notify the Government Printing Office of the date of shipment (or delivery, if applicable). Call (202) 512-0516 or 0517; callers outside the Washington, D.C. area may call toll free 1-800-424-9470 or 9471.

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's production under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered for a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

- | | | | |
|------|-----|-------|-------|
| I. | (a) | 24 | |
| | (b) | 2 | |
| | (c) | 24 | |
| | | (1) | (2) |
| II. | (a) | 88 | 1,268 |
| | (b) | 8 | 115 |
| III. | (a) | 3,452 | |

(Page 10 is blank)

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of (NC) (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer of to GPO prices for the same operation if such action would be in the best interest of the Government.

A charge will be allowed for each page, whether printed or blank.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Fractional parts of 1,000 will be prorated at the per 1,000 rate.

I. ELECTRONIC PREPRESS: One basic charge will be allowed for each color on each printed page or side (face or back) of the product.

(a) Output of pages from disk (for REVISIONS only) per page \$ _____

(b) System Timework per hour \$ _____

Electronic prepress operations which cannot be properly classified under any other item shall be charged as "System Timework". Any charge made under "System Timework" must be supported by a statement outlining in detail the operation for which payment is claimed. In case of dispute, the Contracting Officer reserves the right to be the final judge as to the operations and/or number of hours chargeable under item I.(b).

(c) *Electrophotography color proofs of signature pages per page \$ _____

*The price offered for the electrophotography color proofs will be a per page price, although the color proofs will be supplied in signature form.

(Initials)

II. PRINTING, BINDING, PACKING, AND DISTRIBUTION: Prices offered shall include the cost of all required materials and operations (except for those items covered under Item I.), necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 1,000 Copies</u> (2)
Printing in Two Colors:		
(a) Per page	\$ _____	\$ _____
Printing in Four-Color Process:		
(b) Per page	\$ _____	\$ _____

III. ADDITIONAL OPERATIONS:

(a) Shrink-film packaging.....per package.....\$ _____

My production facilities are located within the assumed area of production..... yes _____ no _____

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material _____
 - a. Number of hours from acceptance of print order to pickup of Government Furnished Material _____
 - b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant _____
2. Proposed carrier(s) for delivery of completed product _____
 - a. Number of hours from notification to carrier to pickup of completed product _____
 - b. Number of hours from pickup of completed product to delivery at destination _____

INSTRUCTIONS FOR BID SUBMISSION: Fill out "Section 4.- Schedule of Prices" initialing or signing each page in the space(s) provided. Submit two copies (original and one exact duplicate) the "Schedule of Prices" with two copies of the GPO Form 910 "BID" form. Do not enter bid prices on GPO Form 910; prices entered in the "SCHEDULE of PRICES" will prevail.

Bidder _____

(City - State)

By _____
(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

